



EMILY HOUSE  
*Executive Director*

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STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
**STUDENT ASSISTANCE CORPORATION**  
312 ROSA PARKS AVENUE, 9<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243-0830  
(615) 741-3605

## **Grants & Scholarships Program Support Coordinator**

### **Job Summary and Responsibilities:**

Reporting to the Director of Grant and Scholarship Programs, the Program Support Coordinator is a member of the Grants and Scholarships Division of THEC/TSAC. Primary duties include processing daily, weekly, quarterly, and annual reports necessary for managing the data system in the administration of grant and scholarship programs. This position may assist with administering other programs within the division. Responsibilities may include other duties as assigned. This position will work collaboratively with the members of the Grants and Scholarships Division to constantly improve program administration and service to recipients of the agency's financial aid programs. Essential characteristics of the successful candidate include a strong work ethic, positive attitude, ability to handle stressful work circumstances, and flexibility regarding occasional changes in responsibilities.

### **Qualifications:**

The ideal candidate will have a bachelor's degree and two or more years of experience in administering financial aid programs in Tennessee higher education institutions. Education may be substituted for experience at management's discretion. A successful candidate will:

- Give attention to detail
- Provide positive customer service
- Collaborate as a team-player
- Work well under pressure
- Demonstrate excellent oral and written communication skills

### **Salary and Benefits:**

The starting salary is commensurate with qualifications and experience. This position offers a competitive benefits package, including health, dental, life insurance, and paid vacation and holidays.

### **About the Higher Education Commission and Student Assistance Corporation**

The Tennessee Higher Education Commission and Student Assistance Corporation (THEC/TSAC) are relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. We pursue this goal by innovating for student access and success, creating a policy environment conducive to increased degree attainment, and protecting students and consumers. Additional information about THEC/TSAC may be found at [tn.gov/thec](http://tn.gov/thec).

Please email a cover letter, resume, and salary expectations for consideration to the following:

David Heithcock, HR Director  
THEC/TSAC  
312 Rosa L. Parks Avenue, 9th Floor  
Nashville, Tennessee 37243  
[David.Heithcock@tn.gov](mailto:David.Heithcock@tn.gov)